



# CITY OF HOUSTON

## Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2		
3	<i>Job Classification</i>	DIVISION MANAGER
4	<i>Posting Number</i>	PN #111338
5	<i>Department</i>	HOUSTON POLICE
6	<i>Division</i>	BUDGET AND FINANCE
7	<i>Section</i>	N/A
8	<i>Reporting Location</i>	1200 TRAVIS
	<i>Workdays &amp; Hours</i>	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
		*Subject to change

- 9
- DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Manages, trains, develops, counsels, and evaluates staff performance related to the procurement activities of the department, seek innovative ways for service delivery. Manages, trains, develops, counsels, and evaluates staff performance related to the management of contracts of the department-wide policies, procedures, guidelines, and project schedules related to procurement and contract activities; train, department users in these areas. Establishes and maintains department-wide policies, procedures, and project schedules related to procurement and contract activities; train department users in these areas. Assist in the design and implementation of the City’s new ERP system, as it relates to procurement and inventory control. Acts as liaison to other departments, citywide committees, and other entities on department procurement and contracting matters; represents the deputy director as directed
- 10
- WORKING CONDITIONS**

The position is physically comfortable, the individual has discretion about walking, standing, etc.
- 11
- MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Business Administration, Accounting, Engineering or a field closely related to activities of the division.
- 12
- MINIMUM EXPERIENCE REQUIREMENTS**

Seven years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master’s degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.
- 13
- MINIMUM LICENSE REQUIREMENTS**

None.
- 14
- PREFERENCES**

None.
- 15
- SELECTION/SKILLS TESTS REQUIRED**

None.
- 16
- SAFETY IMPACT POSITION**      Yes    X    No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17
- SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<b>Salary Range – Pay Grade 29</b>	
\$1,885.00 - \$2,757.00 Biweekly	\$49,010.00 - \$71,682.00 Annually
- 18
- OPENING DATE**

June 21, 2006
- 19
- CLOSING DATE**

Open Until Filled
- 20
- APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer